



## **Artist Diploma Program Handbook**

### **Welcome**

On behalf of our students, faculty, and administrative staff, welcome to the UNLV School of Music. The School of Music offers students opportunities for musical study in a professional, artistic environment that strives to promote the highest level of artistic development according to each student's unique strengths.

Our students pursue musical interests in performance, composition, music teaching, recording technology, history and literature, jazz studies, Orff Schulwerk, and conducting.

Our faculty, each a renowned scholar and respected professional artist, many of whom have performed around the world, and others who have garnered prestigious awards, is dedicated to prepare students to be artistic leaders in their profession, each possessing the highest standards of performance, teaching, scholarship and artistic vision.

Our graduates enjoy successful careers as performers, teachers, and music practitioners. Many former students enjoy successful careers in the Las Vegas resort industry, the recording business, and area professional ensembles. Other graduates have gone on to pursue further music study at either UNLV or other prestigious universities and conservatories. In scholarship, composition, education and performance we aim to contribute to the cultural life of the University, of the city and of the state of Nevada.

Susan Mueller, Director  
School of Music  
University of Nevada, Las Vegas

### **Mission Statement**

As an innovative artistic and educational leader in the United States, as well as the primary catalyst for music culture in Southern Nevada, the mission of the UNLV School of Music is to provide a professional artistic environment that supports programs of excellence in the education of musicians. With respect for and responsiveness to the needs of students and faculty, the school produces musicians of the highest quality, develops each student's unique strengths in performance, composition, and the teaching of music, generates excellence in musical literacy and performance, and increases the public's appreciation for the intrinsic value of music through leadership and excellence in teaching, research, scholarship and creativity, and professional service.

The University of Nevada, Las Vegas School of Music strives to be acknowledged as one of the foremost comprehensive programs of music in the United States, able to attract the finest students and faculty. Through instructional excellence, leading-edge research, inspired creativity, and dedicated service, the school seeks to prepare students to be artistic leaders in their profession, each possessing the highest standards of performance, teaching, scholarship and artistic vision, and each capable of achieving success in their chosen field.

### **Purpose**

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code,

UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: [valarie.burke@unlv.edu](mailto:valarie.burke@unlv.edu) or [emily.lin@unlv.edu](mailto:emily.lin@unlv.edu).

## Department Graduate Faculty

A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold graduate faculty status to be involved in graduate education at UNLV. For up to date information regarding graduate faculty status in your department, visit the [Graduate Faculty status web page](#).

## Program Information

### [Artist Diploma](#)

[Subplan 1: Instrumental Performance](#)

[Subplan 2: Vocal Performance](#)

[Subplan 3: Conducting](#)

### Contact Information

#### UNLV Music

##### *Director*

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##### *Graduate Coordinator*

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## Program Requirements

The Artist Diploma is a two-year program for gifted performers who are looking for advanced instrumental, conducting, or vocal studies without the additional academic demands required in a Doctor of Musical Arts (DMA) or Ph.D. program. Applicants must have already earned a Masters degree. This program is limited to the most advanced instrumentalists, vocalists, and conductors, who are in the beginning stages of professional careers as performers.

The Artist Diploma program differs from the DMA program in that it is intended for musicians who are solely interested in a career in performance whereas the DMA program is designed for students who may primarily be pursuing a career in higher education. The curriculum is limited to applied lessons, ensembles, and performance related seminars in order to provide students with the maximum opportunity to refine their performance skills. The Artist Diploma recipient will be prepared to go on to participate in international competitions, audition for professional orchestras and opera companies, and embark on a performance career.

Program requirements regarding [admission, coursework and culminating experience are found in the graduate catalog](#).

## Advisory Committee Guidelines

Artist Diploma students form a four-member Advisory Committee that oversees all recitals. Committees are formed in consultation with student's advisor and include: The student's advisor, at least one member from a graduate field of study outside the major instrument area (Music History, Music Theory, Music Education, etc.), a Graduate College Representative (who cannot be faculty within the School of Music), and faculty members from the student's primary or minor area of study, inside or outside of the School of Music. An additional fifth member is optional and may be drawn from other qualified faculty, instructors, or academic staff (if appropriate). Artist Diploma Advisory Committees are limited to no more than five members. Attendance of the Graduate College Representative at recitals is encouraged but optional.

Before completing more than 16 credit hours towards the degree, students must submit the Appointment of Advisory Committee Form and the Degree Plan Part 1 Form to the Graduate College through the Grad Rebel Gateway.

## Degree Program Benchmarks

Successful completion of the program and conferral of the Artist Diploma degree requires students fulfill the Graduate College requirements for remaining in good standing and making adequate progress each semester. The final recital of the Artist Diploma student will function as the Culminating Experience for the degree. With advance approval of the Advisory Committee, Artist Diploma students may also complete other graded projects for inclusion in the Culminating Experience, such as developing and running a music festival, producing recordings, developing and implementing a K-12 music outreach program, and the like.

## Program Timeline

The three subplans of the Artist Diploma program have different course requirements, but in all cases sum to a total of 42 credits, distributed over two years. Over those two years, all Artist Diploma students are must register for applied lessons every semester; instrumental and vocal performance students are also required to register for the Performance Seminar (MUS 775) each semester: Each semester students must also enroll in at least one ensemble course; instrumental and conducting students are recommended to enroll in two per semester. Ensemble credits may be fulfilled with any of the School of Music graduate ensemble courses including the Symphony and Wind Orchestras, chamber ensembles, Jazz ensembles, Early Music ensembles, and so forth. The three recitals may be distributed across the two years in different ways, but typically the first semester does not include a recital. Note that Artist Diploma recitals are subject to the same general recital rules as other graduate recitals—see the recital policies published in the Graduate Handbook and on the School of Music website.

## Sample Subplans

<b>Subplan</b>	<b>Credits</b>
<b>Instrumental Performance</b>	<b>Credits</b>
Applied Music (MUSA 761, 4 credits)	16
Ensembles (MUSE, each ensemble - 1 credit)	8
Recitals (two solo, one chamber, 2 credits)	6
Performance Seminar (MUS 775, 3 credits)	12
Total	42
<b>Vocal Performance</b>	<b>Credits</b>
Applied Music (MUSA 761, 4 credits)	16
Ensembles (Opera Workshop, 1 credit)	4
Vocal Coaching (MUSE 700 level)	4
Recitals (two solo, one chamber, 2 credits)	6
Performance Seminar (MUS 775, 3 credits)	12
Total	42
<b>Conducting</b>	<b>Credits</b>

<b>Subplan</b>	<b>Credits</b>
Applied Music (MUSA 761, 4 credits)	16
Ensembles (MUSE, each ensemble - 1 credit)	8
Music Literature (MUS 720, 727G, and 747F, 3 credits each)	9
Recitals (two solo, one chamber, 2 credits)	6
Performance Seminar (MUS 775, 3 credits)	3
<b>Total</b>	<b>42</b>

### Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the [graduate catalog](#).

### Annual Review Procedures

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track metrics related to the annual productivity of all students. This survey will be sent by the Graduate College to the student's Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

### Probation

If a student fails to successfully progress in their degree program, their department/school will recommend that the student be placed on probation by the Graduate College. Students on probation may be dismissed/separated from their program for failing to successfully meet the conditions of their probation by the deadline provided. Please see the **Probation and Separation** section of the Graduate Catalog for more information.

## University Resources

### Leadership and Professional Development Academy

The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

### Academic Success Center

The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

### Alumni Association

With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

### Commencement Office

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for [graduation on time](#) and submit all required forms to the Graduate College. Questions

regarding thesis/dissertation should be directed to the Graduate College [Student Services Team](#) and questions regarding required forms should be directed to the Graduate College [RPC Team](#)

### Office of Diversity Initiatives

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

### Disability Resource Center (DRC)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

### Office of International Student and Scholars

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

### Jean Nidetch Women's Center

The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

### The Intersection

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

### UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

### Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

### Office of Student Conduct

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

### Military and Veteran Services Center

The Military and Veteran Service Center is staffed with veterans and veteran education benefits- experienced staff to assist more than 1,800 veterans, dependents, active duty service members, National Guard members, and reservists attending UNLV. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

### The Financial Aid & Scholarships Office

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

### Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

## **University Policies and Procedures**

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the [Graduate Student Handbook](#), and following websites:

- [Academic Integrity](#)
- [Activation for Military Service](#)
- [Change of Address](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance - Mandatory](#)
- [Jean Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebelmail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)
- [Title IX](#)

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at [Title IX Reporting Form](#), by email at [titleixcoordinator@unlv.edu](mailto:titleixcoordinator@unlv.edu), by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Student Handbook](#) :

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Progression and Completion Policies \(listed alphabetically\)](#)-

In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

*Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.*

## **Handbook Information**

Last revised	Revised by	Changes summary
August 2, 2019	Richard Miller	New